

ZONE CHANGE
ALL ZONES (EXCEPT PD)
APPLICATION & CHECKLIST



APPLICATION FOR A ZONE CHANGE *EXCEPT* PD (PLANNED DEVELOPMENT)
 AS PROVIDED BY THE CITY OF ST. GEORGE ZONING ORDINANCE
 CITY OF ST. GEORGE, UTAH

I. PROPERTY OWNER(S) / APPLICANT & PROPERTY INFORMATION

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

APPLICANT: _____

(If different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS(ES): _____

CONTACT PERSON / REPRESENTATIVE: _____

(i.e. Developer, Civil Engineer, Architect; if different than owner)

MAILING ADDRESS: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS(ES): _____

A general description of the property location is as follows: (Give approx. street address, general location etc., and attach a vicinity map or property plat showing the subject property and the surrounding areas.) Include a site plan suitable for presentations in public meetings. _____

The Zone Change becomes effective on the hearing date if approved by the City Council.

***NOTE: NO FEE FOR ACREAGE (10 ACRES OR MORE) REZONED TO OPEN SPACE.**

OFFICE STAFF USE ONLY

CASE #: 20__-ZC-__ FILING DATE: _____ RECEIVED BY: _____ RECIEPT #: _____

***FEE: \$500 (Filing fee and 1st acre) + \$50.00 per ac for 2-100 ac and \$25 per ac 101-500 and \$10.00 per ac 501-plus**

II. ADDITIONAL INFORMATION

Provide the following information: (Attach additional sheets if necessary)

1. What is the present zoning on the property? _____

2. What zone or zones are requested by this application? _____

3. Is the zone change in harmony with the present City General Plan? Yes _____ No _____

4. If no, what does the City General Plan propose for the subject property? _____
*(If the application is not in harmony with the City General Plan, a General Plan Amendment hearing will be required prior to the zone change request. General Plan Amendment hearings are held **four (4) times per year** in January, April, July, and October. A General Plan Amendment application can be obtained from the Community Development Department or online at <http://www.sgcity.org/commdev/forms.php>)*

5. Total acreage of proposed zone change: _____

6. Are there deed restrictions against the property that might affect the requested zone change?
Yes _____ No _____
A copy of the deed restrictions, if any, may be submitted in support of the application and shall be submitted if contrary to the request zone change.

7. Has a Traffic Impact Study or Traffic Analysis been completed to determine any traffic impacts?
Yes _____ No _____
***IF YES**, submit the Traffic Impact Study with the application for review by Traffic Engineering.
IF NO, a Traffic Impact Study will be required (if determined necessary at Planning Staff Review) to be submitted with the application and reviewed prior to approval by the City Council.*

8. Is the necessary utility capacity available (water, power, sewer and drainage) to serve the zone change parcel? Yes _____ No _____
Please describe the projected demand for utility services: _____

III. SUBMISSION CHECKLIST FOR ZONE CHANGE

(A COMPLETE ZONE CHANGE APPLICATION MUST BE SUBMITTED A MINIMUM OF 3 WEEKS PRIOR TO THE NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING)

Development/Project Name _____
(Project name **must be** previously approved by the Washington County Recorder & City Planning Department)
Developer/Property Owner _____ Phone No. _____
Contact Person/Representative _____ Phone No. _____
Licensed Surveyor _____ Phone No. _____

ZONE CHANGE PROCEDURE

Step #1 **Meet with Planning Staff Review (PSR) – Meets every Tuesday at 8:30 a.m. Call Community Development at 627-4206 to be scheduled for this meeting.**

Note: Call at least one day in advance to schedule.

Step #2 **Legal Description & Submission Documents***

Submit the following legal description documents:

1. **Bearings must be rotated to HCN**;
2. Legal description prepared on 8-1/2" x 11" sheet and signed by a licensed Surveyor;
3. Minimum size 8-1/2" x 11" copy of Survey Boundary;
4. Legal description and Surveyed Site Plan (Record of Survey) drawing in DWG format on CD for GIS Department;
5. 24"x36" Surveyed Site Plan (Record of Survey) drawing sheet(s) for meeting exhibit

Document Submission Checklist*

- This Zone Change application form completed and signed;
- Appropriate** **Filing Fee: \$500 (filing fee and 1st acre) + \$50.00 per acre for 2-100 acre and \$25 per acre 101-500 and \$10.00 per acre 501-plus**
****NO FEE FOR ACREAGE (10+ acres) REZONED TO OPEN SPACE**
- County ownership plat with boundary of zone change outlined;
- List of property owners within 500' and **two sets** of mailing labels;
- Site Plan – minimum size 24" x 36" (Arch D). Colored site plans are preferred;
- 8-1/2" x 11" reduction of the site plan;
- CD with the above images in JPEG, BMP, TIFF or PDF format.

****Note: This application will be considered incomplete without the above documents***

Step #3 Planning Commission and City Council Hearings

Planning Commission usually meets the 2nd and 4th Tuesday of the month at 5:00 p.m. All applications, the legal description and surveyed site plan drawing (Record of Survey) must be complete and submitted at least 3 weeks prior to the meeting. Incomplete or inaccurate applications **will not** be accepted or scheduled. City Council sets a public hearing date after a recommendation for approval from the Planning Commission, and then there is a 14-day advertising period prior to the public hearing.

Hearing Dates:

Planning Commission _____
City Council Set Date _____
City Council Hearing Date _____
Council Action _____

***NOTE: NO FEE FOR ACREAGE (10+ ACRES) REZONED TO OPEN SPACE.**

Filing Fee: \$500 (filing fee and 1st acre) + \$50.00 per acre for 2-100 acre and \$25 per acre 101-500 and \$10.00 per acre 501-plus

IV. APPLICANT AGREEMENT

We the undersigned applicant(s) _____
(is)(are) the owner(s) _____
or (agent) of the following legally described property and **request the zone change as described above.**
(Exact legal description and surveyed site plan (Record of Survey) drawing prepared and stamped by licensed surveyor, and/or property ownership plat must accompany application and must be attached hereto along with the legal description and the surveyed site plan (Record of Survey) drawing in DWG format on CD.) The legal description, if separated from the surveyed site plan (Record of Survey) drawing, must be stamped, signed, and dated, and have a firm name or surveyor's name address and phone number. **Note:** Surveyed Site Plan (Record of Survey) drawing and legal description shall comply with the pertinent subdivision Final Plat Checklist requirements.

Signature

Address

Signature

Address

Signature

Address

Attach additional sheets if necessary for additional owners.

CITY OF ST. GEORGE

(435) 634-5800 – 175 East 200 North – St. George, UT 84770

PROPERTY OWNERS LIST DECLARATION

The property owners list identifies the owners of properties within a certain distance or radius of the external boundaries of a project or property. It may be prepared by the Washington County Information Technology Services (IT) (#435-634-5717) or a Title Company. The applicant shall provide evidence of the authenticity of the preparer. A complete property owners list shall consist of the following:

1. LIST; a list identifying each property owner's name, mailing address, and Assessor's Parcel Number (APN).
2. MAILING LABELS; a typed set of mailing labels for each property owner prepared on 8-1/2" x 11" sheets of self-adhesive labels in three column format, as shown on the attached sample. All type shall be in capital letters with no punctuation or APNs.
3. RADIUS MAP; a property owner radius map identifying all properties within the required radius. An example radius map is attached.
4. SOURCE; Provide evidence of the provider of labels

The property owners list and the required radius shall be based on the application type as described below:

Zone Change

All parcels within **500 ft.** of subject property

PREPARED BY:

(Print Name)

Date

(Signature)

Note: The attached list shall contain the most current County assessment roll of the names and addresses of all persons to whom all property is assessed. This list shall identify all properties located within the required area measured from the exterior boundaries of the property legally described by Assessor's Parcel Number(s).


Note: The complete property owner's list shall be submitted with this application

APPLICANT P.O. BOX 55555 ST. GEORGE, UT 84770		E X A M P L E JANE DOE 123 COMSTOCK BLVD. ST. GEORGE, UT 84770
CONTACT PERSON P.O. BOX 55556 ST. GEORGE, UT 84770		

EXAMPLE MAILING LIST
 PLEASE NOTE: APPLICANT MUST SUPPLY PROPERTY OWNERS' ADDRESSES
 IN THIS FORMAT ON SELF-ADHESIVE LABELS FOR MAILING

EXAMPLE RADIUS MAP




NOTE:
Assessor's Page
may be used
as base map
NOT TO SCALE